

## MINUTES

### Kentucky Community and Technical College System Board of Regents June 28, 2002

#### **Board Members Present:**

Ms. Cynthia L. Read, Board Chair  
Ms. Lorna D. Littrell, Board Vice Chair  
Dr. Joseph B. Wise, III, Board Secretary  
Mr. Richard A. Bean  
Mr. William E. Beasley

Ms. Cynthia E. Fiorella  
Dr. John F. Hanel  
Mr. Henry L. Jackson  
Ms. Penelope S. Logsdon  
Mr. Mark A. Powell

#### **Board Members Absent:**

Mr. Jeffery P. Butler  
Ms. Pamala J. Dallas

Mr. John D. Jelley, II  
Ms. Martha C. Johnson

#### **CALL TO ORDER**

Board of Regents Chair Read called to order the meeting of the Kentucky Community and Technical College System Board of Regents at 9:02 a.m. (ET), June 28, 2002, in the Multipurpose Room B-201 of Rowan Technical College, Morehead, Kentucky. The meeting host was Rowan Technical College. She announced that the press was notified of the meeting on June 21, 2002, and that Hon. Beverly Haverstock, KCTCS General Counsel, would serve as parliamentarian.

There being a quorum present, Board business began with the approval of the minutes from the last meeting.

#### **APPROVAL OF MINUTES**

MOTION: Mr. Jackson moved that the Board of Regents approve the minutes of the April 26, 2002, meeting. Dr. Hanel seconded the motion.

By unanimous consent, the minutes were approved.

#### **ADDITIONS OR CHANGES TO THE AGENDA**

By unanimous consent, the Finance, Administration, and Technology Committee Report was moved to precede the Academic Affairs and Curriculum Committee Report.

#### **INTRODUCTION OF GUESTS**

Chair Read welcomed the Board's two student regents elect to the meeting: Ms. Ida Tompkins, who will represent the community college students; and Ms. Roxanna Gay, who will represent the technical college students. She also welcomed to the meeting Mr. Rodney Hitch, Executive Director of the Morehead/Rowan County Chamber of Commerce. Chair Read introduced several new presidents who were at the meeting, including Dr. Jay Box, President Hazard Community College and CEO of

the Hazard Community and Technical College District;  
Dr. Anthony Newberry, President Jefferson Community College and CEO of the Jefferson Community and Technical College District; and  
Dr. Barbara Veazey, President Paducah Community College and CEO of the West Kentucky Community and Technical College District.

**MEETING HOSTS**

Chair Read thanked the staff of Rowan Technical College for the wonderful job they did in making the Board of Regents feel welcome at the college and in the community. She expressed special appreciation to Mr. Kenneth J. Brown, Rowan Technical College Chief Administrative Officer, and two of his staff: Ms. Ida Robertson and Ms. Sandy Smallwood. Chair Read thanked those involved with the reception and dinner, including the Maysville Community College Foundation and Dr. Augusta Julian, Maysville Community College President and Maysville Community and Technical College District CEO.

Chair Read noted that Morehead was the birthplace of adult education – Ms. Cora Wilson Stewart established “moonlight schools” in 1909, which started the adult education movement in America.

**COLLEGE  
PRESENTATION**

Mr. Brown welcomed the Board of Regents to Rowan Technical College and encouraged the Board to continue the tradition of holding its meetings at the colleges. He expressed appreciation to the Rowan Technical College staff for their time and energy they gave to planning and preparing for the Board meeting.

Dr. Julian welcomed the Board of Regents to the Maysville Community and Technical College District. She expressed appreciation to the Board of Regents for its work and the encouragement it gives to the colleges.

**CONSOLIDATION  
AND THE  
PURSUIT OF  
SINGLE  
ACCREDITATION  
PRESENTATIONS**

RECOMMENDATION: That the KCTCS Board of Regents endorse the pursuit of single accreditation (SACS) and the consolidation of Elizabethtown Community College and Elizabethtown Technical College and authorize the institutions to move forward to Stage II of the process.

KCTCS President Michael B. McCall thanked the colleges for the outstanding job they have done to work collaboratively towards the pursuit of single accreditation and consolidation. He noted that the two colleges had several faculty and staff in the audience to support the

**ACTION:  
ENDORSEMENT  
OF THE PURSUIT  
OF SINGLE  
ACCREDITATION  
(SACS) AND THE  
CONSOLIDATION  
OF  
ELIZABETHTOWN  
COMMUNITY  
COLLEGE AND  
ELIZABETHTOWN  
TECHNICAL  
COLLEGE**

endeavor. He introduced Dr. Thelma White, Elizabethtown Community College President and Elizabethtown Community and Technical College CEO, to make the Stage I presentation for the pursuit of single accreditation and the consolidation of Elizabethtown Community College and Elizabethtown Technical College.

Dr. White introduced three community leaders in attendance at the meeting:

- Mr Jim Roberts, Elizabethtown Community College Board of Directors Chair, Elizabethtown Technical College Advisory Board Chair
- Ms. Carol Teabault, President Elizabethtown - Hardin County Chamber of Commerce
- Mayor David Willmoth, City of Elizabethtown

Dr. White noted that Elizabethtown Community College, accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS), and Elizabethtown Technical College, accredited by the Council on Occupational Education (COE), have worked collaboratively to consolidate and collaborate on many programs and services. Transition teams or committees have been established to facilitate consolidation and single accreditation pursuits.

By pursuing single accreditation and consolidation, Elizabethtown Community College and Elizabethtown Technical College would like to increase responsiveness to the community, industry, and business. Elimination of institutional barriers also is a major reason for pursuing single accreditation and consolidation of the colleges with the desired outcomes to include improved advising, registration, and financial aid processes. The colleges also want the benefits of increased efficiency and effectiveness resulting from consolidation and single accreditation.

In 2000, the colleges formed a transition team to identify areas for collaboration, build new partnerships, and work on a transitional plan. At that time, students began to move between the two colleges more easily and receive services from both: for example, signed cooperative agreements between Elizabethtown Community College and Elizabethtown Technical College to partner for the delivery of student financial aid, economic and community development programs, library services, bookstore, and security. Additionally, students also are benefiting from signed memoranda of agreement for Elizabethtown Community College to provide all general education courses supporting Elizabethtown Technical College Associate of Applied Technology degrees. As a result of these endeavors, overall enrollment has increased, including minority enrollments.

The colleges have strong joint partnerships with regional entities, including the regional school districts, Bernheim Forest, Fort Knox, Western Kentucky University, and the University of Louisville. The colleges' One-Stop Career Centers also work closely with the Lincoln Trail Area Development District and the Workforce Investment Board.

Elizabethtown Community College and Elizabethtown Technical College have integrated technology in many academic areas. The colleges joined together to hire joint district staffing for the positions of grant development, security, and Information Technology. Support staff and facilities, including the Central Regional Postsecondary Education Center, are shared by the colleges. Campus-wide professional development opportunities for faculty and staff of both colleges were developed in 2001-02. Faculty and staff meetings of both colleges were held to discuss issues related to consolidation.

Presentations to provide information and solicit support for consolidation have been and will continue to be made to a number of local community groups. As a result, letters from community groups and leaders that express strong support for the consolidation and pursuit of single accreditation have been received. In May 2002, the two local college boards endorsed the concept to move forward with the pursuit of single accreditation and consolidation. The college foundation also endorsed the concept.

Transition teams made up of faculty, staff, and administration from both colleges have been formed to build the consolidated institution. The colleges tentatively anticipate submitting a prospectus to SACS in fall 2002, with action taken on the prospectus by SACS at a future meeting. In 2003, the colleges anticipate requesting a Board of Regents resolution endorsing the pursuit of single accreditation and consolidation. The institutions would be formally consolidated as one institution upon final approval by SACS.

Mayor Willmoth noted that consolidation will bring a new vision for accomplishing future endeavors. As the area demographics change, responsiveness to business and industry will be essential to meet challenging training needs of business and industry. He stated that through consolidation and pursuit of single accreditation, the colleges would be better able to address and meet those needs.

Mr. Roberts noted that the proposed pursuit of single accreditation and consolidation of Elizabethtown Community College and Elizabethtown Technical College would be a win, win, win situation. The implementation of single accreditation and consolidation would benefit the colleges, students, and community.

MOTION: Mr. Beasley moved that the recommendation be approved.  
Ms. Logsdon seconded the motion.

VOTE: The motion passed unanimously.

**ACTION:  
ENDORSEMENT  
OF THE PURSUIT  
OF SINGLE  
ACCREDITATION  
(SACS) AND THE  
CONSOLIDATION  
OF MAYSVILLE  
COMMUNITY  
COLLEGE AND  
ROWAN  
TECHNICAL  
COLLEGE**

RECOMMENDATION: That the KCTCS Board of Regents endorse the pursuit of single accreditation (SACS) and the consolidation of Maysville Community College and Rowan Technical College and authorize the institutions to move forward to Stage II of the process.

President McCall noted that the pursuit of single accreditation and consolidation of Maysville Community College and Rowan Technical College is a great opportunity, especially for Rowan Technical College. Consolidation of the colleges would be unique because of the geographical distance. President McCall introduced Dr. Julian.

Dr. Julian thanked the Board of Regents for the opportunity to share the progress the colleges have made towards the pursuit of single accreditation and consolidation. She thanked the staff of the colleges who assisted with the presentation and introduced several faculty and staff in attendance at the meeting.

Dr. Julian noted that Maysville Community College, accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS), and Rowan Technical College, accredited by the Council on Occupational Education (COE), have worked collaboratively.

Mr. Brown noted that pursuit of single accreditation and consolidation will give students and Rowan Technical College many opportunities. Dr. Julian noted that through the pursuit of single accreditation and consolidation, the colleges want to obtain an integrated instructional system and provide comprehensive, seamless, and student-oriented programs that are friendly, accessible, and convenient. Their goal is to assist students develop and obtain marketable skills. Additionally, the colleges are seeking to create complementary academic and technical programs and support for lifelong learning.

The colleges have facilities in Maysville, Cynthiana, Morehead, and West Liberty (Eastern Kentucky Correctional Complex Branch Campus). The colleges have had significant enrollment increases over the last three years. In fall 2001, enrollment for the colleges was 22,056. Maysville Community College's fulltime student enrollment is 49 percent, and Rowan Technical College's fulltime enrollment is 29 percent. The budgets of the two colleges total \$9.7 million.

In December 2000, Maysville Community College and Rowan Technical College were officially paired with the Board's resolution adopting the 16-college district structure. The colleges have since worked on developing technical program curricula in 2000-01, particularly the General Occupational Technical Studies program. In August 2001, Rowan Technical College transferred the practical nursing and office system programs operated in Maysville to Maysville Community College. The colleges also have cosponsored continuing education offerings.

Planning for the pursuit of single accreditation and consolidation began in earnest by both colleges' leadership teams in fall 2001. Faculty and staff of both colleges have met to discuss issues related to consolidation. In April 2002, a Consolidation Steering Team was formed comprised of six consolidation design teams: Academics, Human Resources, Financial Resources, Student Services, Marketing and Public Relations, and Community and Economic Development.

Using the RSVP Model, a team charter was developed for the Consolidation Steering Team. Team charters also were developed for each Consolidation Design Team. The membership of the teams, including the Consolidation Steering Team, is comprised of faculty, staff, and administrators from both colleges. Major discussion areas include the distance between the campuses, fostering community, district awareness and name, and budget issues.

Accomplishments include participation of both colleges in the KY WINS program. The colleges have several articulation agreements with local high schools and other postsecondary education institutions. Rowan Technical College awarded its first associate degrees in fall 2001. A MOA for bookstore services has been established between the two colleges. Representatives from both colleges served together on search committees to fill openings at both colleges, including the district CEO in spring 2001.

Dr. Julian noted that the colleges have received support for the pursuit of single accreditation and consolidation, including letters from the following boards and advisory committees: Rowan Technical College Advisory Board, Eastern Kentucky Branch Campus Advisory Board, Maysville Community College Board of Directors, Maysville Foundation Board, and Maysville Community College Congress (comprised of faculty and staff).

Mr. Calvert noted that the Maysville Community College Board of Directors is excited about the opportunity to pursue single accreditation and consolidation with Rowan Technical College.

Dr. Julian stated that support also has been received from business and industry, economic development entities, community organizations, community leaders, state senators and representatives, and college members. Presentations have been made to a number of local community groups to provide information and solicit support for consolidation.

Maysville Community College and Rowan Technical College anticipate requesting a Board of Regents resolution endorsing their pursuit of single accreditation and consolidation in spring 2003. The colleges plan to submit a Substantive Change Prospectus to SACS in spring 2003, with acceptance by SACS in June 2003. The process then requires a SACS visit and final SACS approval.

MOTION: Mr. Powell moved that the recommendation be approved. Ms. Logsdon seconded the motion.

VOTE: The motion passed unanimously.

Chair Read thanked the community representatives from the Elizabethtown Community and Technical College District and the Maysville Community and Technical College District for taking time to attend the Board of Regents meeting in support of their respective colleges' pursuit of single accreditation and consolidation endeavors.

**PRESIDENT'S  
REPORT**

President McCall highlighted several items from the attached President's Report (Attachment A), which was distributed at the Board meeting. Some of the items he discussed include updates on accreditation, the KCTCS Classification and Compensation Study, district leadership, the Major Gifts Campaign, the Ford Foundation "Community College Bridges to Opportunity Initiative" Planning Grant, enrollment management, and Information Technology. He noted that KCTCS continues to be spotlighted in the national media with a total of 26 placements through June 2002.

He also provided an update on the West Kentucky Energy and Environmental Consortium. The West Kentucky Energy and Environmental Consortium consists of representatives from the University of Kentucky, the University of Louisville, Murray State University, and KCTCS. The consortium's efforts have been to identify "real" projects that can benefit the activities at the Gaseous Diffusion Plant and to develop the organizational structure.

Chair Read announced that she had been reappointed to the Board of Regents for a six-year term expiring June 2008. She reported that for 2002-03, the committee chairs will be as follows: Dr. Hanel will chair the Academic Affairs and Curriculum Committee; Ms. Johnson will chair the

Efficiency, Effectiveness, and Accountability Committee; and Mr. Bean will chair the Finance, Technology, and Human Resources Committee. The Efficiency, Effectiveness, and Accountability Committee will have a meeting/workshop in conjunction with the Board's regular meeting in October 2002. The workshop will include reviewing performance indicators and strategic plan achievement.

Chair Read reported that she attended two graduation ceremonies: one at Somerset Community College and one in Maysville for the GED program. She encouraged Board members to attend the graduation ceremony at the college closest to them.

Chair Read noted that she participated in the June 21, 2002, Governor's Literacy Summit. She serves on the Governor's Literacy Partnership. KCTCS participation at the Summit increased over previous years.

Chair Read reported that the Board of Regents is close to 100 percent participation in annual giving to the KCTCS Foundation. She noted that the KCTCS Foundation, Inc. Board of Directors held its quarterly meeting on April 30, 2002. She reported that the 2002 President's Gala and Benefactor Awards Dinner is scheduled for November 2, 2002, at the Marriott Griffin Gate Resort in Lexington, Kentucky.

**INFORMATION:  
FULFILLING THE  
PROMISE MAJOR  
GIFTS CAMPAIGN  
ORIENTATION**

Mr. Timothy Burcham, KCTCS Vice President, and Dr. Kay Yates, Director of Major and Planned Giving, gave a brief orientation on the systemwide major gifts campaign, "Fulfilling the Promise." Mr. Burcham noted that the campaign will focus on KCTCS awareness, last a minimum of 30 months, and seek donations totaling \$25 million to \$30 million. The campaign will promote three primary areas, including Student Success, New Economy, and New Opportunities, an unrestricted endowment to sustain the longevity and permanence of KCTCS. Work with Meridian Communications is underway to identify a comprehensive marketing and branding strategy for the campaign.

Over the next three to four months, President McCall will begin one-on-one Executive Awareness Sessions with 50 to 60 of the Commonwealth's leading corporate and individual citizens. One purpose of the Executive Awareness Sessions is to share the findings of the feasibility study and to share the *KCTCS Mission*, *KCTCS Vision*, and *KCTCS Goals*. Other purposes of the sessions are to determine the interests of those individuals, to gauge potential support, and to identify potential leadership for the campaign for its external phase.



Mr. Burcham noted that the next phase of the campaign is the internal phase and includes the System employees and leadership. The internal phase also includes the Board Division and will encompass the Board of Regents and the KCTCS Foundation Board. He called attention to the packet of materials distributed to each member prior to the meeting.

Dr. Yates noted that the purpose of the Board campaign was to provide members of the KCTCS Board of Regents and the KCTCS Foundation Board an opportunity to participate in the campaign at a level commensurate with their individual ability. The focus of the Board campaign is participation and to demonstrate strong internal support for the campaign.

For the Board Division, a chair or two co-chairs are needed as well as six vice chairs with representatives from each board. She reviewed the responsibilities of the chair/co-chairs and vice chairs.

Members of the Board of Regents also are asked to assist with the Leadership Awareness Sessions, the purpose of which is to acquaint 100-150 leaders statewide with the organization's case for support and to obtain their feedback and involvement. A chair and 15 committee members are needed. Dr. Yates encouraged the members to review the various opportunities to assist with the campaign and to let President McCall or Mr. Burcham know of their willingness to serve in those capacities.

Chair Read noted that later in the meeting the Board of Regents was going to approve the 2002-03 Annual Budget. She asked the audience whether anyone would like to address the Board on the topic of the budget specifically. No one requested to address the Board regarding the proposed budget.

The Board of Regents recessed at 10:20 a.m. (ET). The Board reconvened at 10:35 a.m.

**EXECUTIVE  
COMMITTEE  
REPORT**

Executive Committee Vice Chair Littrell presented the committee's report to the Board of Regents.

**UPDATE: 2002  
LEGISLATIVE  
SESSIONS**

Ms. Littrell reported that President McCall provided the Executive Committee with a brief update on the 2002 legislative sessions. She called attention to the handout in the Board packets that summarized legislation passed during the 2002 regular legislative session. Ms. Littrell thanked President McCall and the staff for their hard work during both the regular and the special legislative sessions.

**ACTION:  
PROPOSED  
REVISIONS TO  
THE KCTCS  
BOARD OF  
REGENTS  
BYLAWS  
SECTION 8.2:  
MATTERS ON  
WHICH MEMBERS  
MAY VOTE**

RECOMMENDATION: That the Board of Regents approve the following revisions to the *KCTCS Board of Regents Bylaws Section 8.2: Matters on which Members May Vote* for implementation July 1, 2002:

All members of the Board may vote on all matters coming before the Board for consideration, except that, pursuant to KRS 164.289 and OAG 01-8, the two (2) members representing faculty and the two (2) members representing non-teaching personnel/staff shall not vote on individual faculty compensation matters for themselves or other individual employees of KCTCS. ~~Accordingly, the two members representing non-teaching personnel/staff shall not vote on non-teaching personnel/staff compensation.~~

Ms. Littrell noted that the proposed changes were presented as an information item at the April 26, 2002, Board of Regents meeting. She called attention to a revised agenda page in each Board packet, which incorporated changes recommended by the Executive Committee.

The proposed changes relate to a Commonwealth's Office of the Attorney General Opinion (Ky. OAG 01-8, 2001 WL 1712690 (Ky.A.G.)) dated December 21, 2001. KCTCS Legal Counsel, Hon. Beverly Haverstock, advised that the KCTCS Board of Regents adopt the OAG Opinion without exception.

MOTION: On behalf of the Executive Committee, Ms. Littrell moved that the recommendation be approved.

VOTE: The motion passed unanimously.

**ACTION:  
RENAMING OF  
THE KENTUCKY  
RIVER  
COMMUNITY AND  
TECHNICAL  
COLLEGE  
DISTRICT**

RECOMMENDATION: That the KCTCS Board of Regents rename the Kentucky River Community and Technical College District to the "Hazard Community and Technical College District."

Ms. Littrell noted that the Executive Committee had a lengthy discussion regarding the proposed name change. The request was reviewed by the KCTCS Naming Advisory Committee.

Hazard Community College has applied to the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) for a substantive change review and approval for consolidation, which will bring together into a single comprehensive college (Hazard Community College) the programs and faculty of both Hazard Community College and Hazard Technical College. In preparation for the substantive change process for SACS, the Hazard Community College Board of Directors reconsidered its designation of the district name and desires to return to the original name of "Hazard Community and Technical College District."

MOTION: On behalf of the Executive Committee, Ms. Littrell moved that the recommendation be approved.

VOTE: The motion passed unanimously.

***ACTION:  
REVISED  
MISSION  
STATEMENT FOR  
HAZARD  
COMMUNITY  
COLLEGE***

RECOMMENDATION: That the KCTCS Board of Regents adopt the revised mission statement for Hazard Community College presented on page 56 of the agenda materials.

Ms. Littrell noted that this item responds to the college's substantive change process for the pursuit of single accreditation and consolidation with Hazard Technical College.

MOTION: On behalf of the Executive Committee, Ms. Littrell moved that the recommendation be approved.

VOTE: The motion passed unanimously.

***ACTION: KCTCS  
STRATEGIC PLAN  
2000-05, JULY  
2002 EDITION***

RECOMMENDATION: That the Board of Regents adopt the KCTCS Strategic Plan 2000-05, July 2002 Edition as presented in the separate document entitled the same.

Ms. Littrell noted that the revised plan is the result of a broad-based, inclusive planning process that began June 2001 and continued through May 2002. The revised plan builds upon the existing strategic plan approved by the Board of Regents in October 1999 by incorporating strategic priorities that the System and its colleges intend to achieve in the coming year. The updated plan focuses on the needs of students, the accomplishments of the colleges, and communication with faculty and staff. The revised plan also aligns the KCTCS strategic planning process with the fiscal year and biennial budget development. Implementation will coincide with fiscal year 2002-03. An evaluation process will begin in fall 2003.

Ms. Littrell reported that the Committee asked staff to provide information related to strategic goal achievement, especially the goal focusing on communication with faculty and staff. Chair Read noted that measurable objectives for each goal have been developed with the President's Leadership Team. She requested that an update on two different goals be provided at each meeting.

MOTION: On behalf of the Executive Committee, Ms. Littrell moved that the recommendation be approved.

VOTE: The motion passed unanimously.

***ACTION: 2003  
BOARD MEETING  
CALENDAR***

RECOMMENDATION: That the KCTCS Board of Regents adopt the following meeting calendar for the year 2003:

February 20-21, 2003  
May 15-16, 2003  
August 14-15, 2003  
December 4-5, 2003

Ms. Littrell noted that the Board of Regents is moving to a quarterly meeting schedule. The revised proposed dates do not conflict with national or religious holidays and would not impede colleges' pursuits of single accreditation and consolidation schedules.

MOTION: On behalf of the Executive Committee, Ms. Littrell moved that the recommendation be approved.

VOTE: The motion passed unanimously.

***FINANCE,  
ADMINISTRATION,  
AND  
TECHNOLOGY  
COMMITTEE  
REPORT***

Finance, Administration, and Technology Committee Chair Bean presented the committee's report to the Board.

***RATIFICATION OF  
PERSONNEL  
ACTIONS***

RECOMMENDATION: That the Board of Regents ratify the personnel actions listed in the agenda materials with a special commendation to Mr. Gary Grogan, KCTCS Executive Director of Facilities Management.

Mr. Bean noted that the open positions were advertised and followed equal opportunity guidelines for nondiscriminatory hiring practices.

MOTION: On behalf of the Finance, Administration, and Technology Committee, Mr. Bean moved that the recommendation be approved.

VOTE: The motion passed unanimously.

***INFORMATION:  
2002-04 BIENNIAL  
BUDGET***

Chair Bean noted that the 2002 General Assembly has yet to approve a budget for the 2002-04 biennium.

**ACTION: 2002-03  
ANNUAL BUDGET**

**RECOMMENDATION:** That the KCTCS Board of Regents adopt the revised budget resolution (Attachment B) regarding the *2002-03 Annual Budget* for the Kentucky Community and Technical College System. This budget and its provisions will be effective July 1, 2002, unless changes are necessitated by a state budget enacted or spending plan implemented subsequent to Board of Regents approval of this *2002-03 Annual Budget* for KCTCS.

Mr. Bean noted that the proposed budget is based on the recommendation presented by the Governor to the General Assembly during the 2002 special session. The majority of KCTCS revenue comes from a state appropriation (42.3 percent of total revenue and 58 percent of unrestricted revenue) and student tuition and fees (24 percent of unrestricted revenue). The resident tuition and fees rate for 2002-03 is \$64 per credit hour up to 15 credit hours for a maximum of \$960 per semester and includes all fees with the exception of student health, housing, and dining fees at selected colleges. The proposed budget includes the increased revenue anticipated from tuition and fees.

The proposed KCTCS 2002-03 Annual Budget takes into consideration both internal and external expectations for the System. *The Kentucky Postsecondary Education Improvement Act of 1997*, which sets forth longterm expectations for KCTCS, was used as the guiding light. Additionally, the annual budget directs the use of financial resources available to KCTCS to help achieve the mission and vision of KCTCS.

Mr. Bean also noted that the proposed budget emphasizes the Board of Regents highest priorities: students, faculty, and staff; enhancing the KCTCS personnel rules system for faculty and staff already in the KCTCS personnel rules system and providing incentives for other faculty and staff to transfer into the KCTCS personnel system; and the effective and efficient use of available resources.

The proposed *2002-03 Annual Budget*, as presented, shows that money remaining in the contingency reserve after the 2001-02 budget cut is available for expenditure; but those contingency funds are not committed to recurring expenses.

All members of the Board of Regents were invited to participate in the Finance, Administration, and Technology Committee discussion regarding the proposed budget. The presence of all Board of Regents members at the committee meeting allowed the budget proposal to be reviewed as a committee of the whole.

Chair Read asked Board members for feedback on the proposed annual budget.

Members of the Board of Regents discussed correspondence and phone calls that they have received related to the compensation component of the proposed 2002-03 Annual Budget. Some of the communications suggest that employees perceive the proposal to be inequitable and coercive. It was noted by the Board of Regents that the proposed budget meets or exceeds all statutory requirements. Members of the Board of Regents also emphasized that opting into the KCTCS personnel rules is an individual choice and that employees not under KCTCS personnel rules are welcome to remain under predecessor institutions' personnel rules. It was noted that in private industry the option to remain under previous personnel rules is nonexistent. Members also discussed the tax advantage that the health insurance benefit afforded to former UK employees receiving increased KCTCS employer contributions toward increased health insurance costs. It further was noted that nothing was taken away from anyone and that the proposed compensation package is fair.

The issue of post-retirement health benefits provided to former UK employees covered by the UK personnel rules was discussed. President McCall noted that when an employee opts into the KCTCS personnel rules, the employee has three retirement program choices: KERS, KTRS, and a 403(b) plan. Employees opting into the KCTCS personnel rules who choose to participate in KERS or KTRS have post-retirement health benefits; however, any employee choosing to participate in a 403(b) deferred compensation plan lacks post-retirement health benefits at this time.

During the 2002 regular legislative session, the General Assembly passed legislation that may provide a solution to the issue regarding post-retirement health benefits for retired employees. KCTCS staff are working with state officials to clarify the bill's provisions relative to KCTCS. Additionally, staff are working with the University of Kentucky to explore the possibility of obtaining coverage through its post-retirement health insurance program. Another option being explored is obtaining coverage through a private carrier. President McCall noted that the staff are committed to pursuing these opportunities to provide such a benefit in a timely manner.

MOTION: On behalf of the Finance, Administration, and Technology Committee, Mr. Bean moved that the Board approve the recommendation.

VOTE: The motion passed with Mr. Bean, Mr. Beasley, Ms. Fiorella, Mr. Jackson, Ms. Littrell, Mr. Powell, Ms. Read, and Dr. Wise voting in favor of the recommendation. Dr. Hanel and Ms. Logsdon opposed the recommendation.

Chair Read thanked Mr. Bean, President McCall, and the KCTCS staff for the hard work put forth in developing the *2002-03 Annual Budget*. She, along with other members, emphasized that the budget makes the most of limited resources, adheres to all statutory requirements, and follows the priorities of the Board of Regents.

**UPDATE:  
CAPITAL  
CONSTRUCTION  
STATUS  
REPORT, 1998-  
2002**

Mr. Bean noted that all of the projects are going forward on budget and on schedule. He called attention to the summary booklet, *KCTCS Capital Construction Status Report 1998-2002*, which was mailed with the agenda materials. Work has been initiated and is progressing on 32 separate capital projects as scheduled. The projects were authorized by the 1998 General Assembly or the 2000 General Assembly. Six of the 32 projects are complete, 20 are under construction, and six are in the design phase. Eleven of the 20 projects under construction are scheduled to be completed during calendar year 2002, and the other nine are scheduled to be completed during calendar year 2003.

**ACADEMIC  
AFFAIRS AND  
CURRICULUM  
COMMITTEE  
REPORT**

Academic Affairs and Curriculum Committee Chair Hanel presented the committee's report to the Board of Regents.

**RATIFICATION  
OF NEW CREDIT  
CERTIFICATE  
PROGRAMS**

RECOMMENDATION: That the Board of Regents ratify the approval of the new credit certificate programs listed in the agenda book.

Most of the 32 certificates under consideration are embedded in other programs. Some are the result of "rolling over" an existing curriculum to a new integrated curriculum with multiple exit points. All certificate programs included on the list are applicable toward at least one degree program; additional resources are not required for their implementation. They meet all KCTCS program approval policies and procedures, the *KCTCS Policy on Collaborative Program Development*, the *KCTCS Policy on Inter-Branch Transfer of Credit*, and all applicable Council on Postsecondary Education policies and procedures.

MOTION: On behalf of the Academic Affairs and Curriculum Committee, Dr. Hanel moved that the Board approve the recommendation.

VOTE: The motion passed unanimously.

**ACTION: NEW  
PROGRAM  
PROPOSAL –  
AAS IN HEALTH  
INFORMATION  
TECHNOLOGY,  
JEFFERSON  
COMMUNITY  
COLLEGE**

RECOMMENDATION: That the Board of Regents approve an Associate in Applied Science in Health Information Technology for Jefferson Community College to be implemented in fall 2002, contingent upon funding.

MOTION: On behalf of the Academic Affairs and Curriculum Committee, Dr. Hanel moved that the Board approve the recommendation.

VOTE: The motion passed unanimously.

**ACTION:  
PROPOSED  
KCTCS CODE OF  
STUDENT  
CONDUCT AND  
POLICY**

RECOMMENDATION: That the KCTCS Board of Regents adopt the *KCTCS Code of Student Conduct Handbook* for implementation in fall 2002 for all KCTCS colleges and that the Board approve the accompanying revised *KCTCS Board of Regents Policy 6.1: KCTCS Code of Student Conduct*.

The *KCTCS Code of Student Conduct* is proposed to replace the *Community College Code of Student Conduct* and the *Technical College Code of Student Conduct* approved by the KCTCS Board of Regents September 16, 1998. A joint committee of community college and technical college academic and student affairs deans was formed in fall 2000 to develop an integrated *Code*.

The proposed *Code* is intended for implementation in fall 2002 for KCTCS colleges. Article II, "Academic Policies and Procedures," of the *KCTCS Code of Student Conduct* was reviewed by the faculty senate councils. The *KCTCS Code of Student Conduct* and accompanying revised *KCTCS Board of Regents Policy 6.1: KCTCS Code of Student Conduct* were presented as an information item at the April 25, 2002, meeting.

MOTION: On behalf of the Academic Affairs and Curriculum Committee, Dr. Hanel moved that the Board approve the recommendation.

VOTE: The motion passed unanimously.

Chair Hanel expressed appreciation to the numerous groups that helped develop the revised *Code*.

**ACTION: KCTCS  
COLLEGES'  
CANDIDATES  
FOR  
CREDENTIALS**

RECOMMENDATIONS:

- That the Board of Regents approve the technical colleges' candidates for degrees and diplomas and ratify certificates with the credentials (degrees, diplomas, and certificates) to be awarded to the candidates upon certification that the requirements have been satisfactorily completed.
- That the Board of Regents approve the awarding of degrees and diplomas and ratify certificates to community college candidates who have met all requirements for programs approved by the Board of Regents, with the credentials to be awarded to the candidates upon certification that the requirements have been satisfactorily completed.
- That the Board of Regents approve the awarding of associate degrees to community college candidates who have met all requirements for programs approved by the University of Kentucky Board of Trustees, with the degrees to be awarded to the candidates by UK upon certification that degree requirements have been satisfactorily completed.



The candidate list for June 2002 includes 739 credential requests:

- 446 certificates
- 100 diplomas
- 89 associate of arts
- 31 associate of science
- 70 associate of applied science
- 3 associate of applied technology

MOTION: On behalf of the Academic Affairs and Curriculum Committee, Dr. Hanel moved that the Board approve the recommendation.

VOTE: The motion passed unanimously.

**INFORMATION:  
PROPOSED  
POLICY  
REVISION 2.1  
KENTUCKY  
COMMUNITY  
AND TECHNICAL  
COLLEGE  
SYSTEM  
DEFINITION OF  
FACULTY,  
FACULTY RANK,  
AND FACULTY  
TITLES**

Dr. Hanel noted that the proposed policy revision adds *Section 2.1.2, Definition of Faculty, Faculty Rank, and Faculty Titles – Technical Colleges* to the existing policy. Features of the proposed revision include adding faculty status definitions for the technical colleges; making the four faculty ranks – Instructor, Assistant Professor, Associate Professor, and Professor – common across KCTCS; and specifying the definition of faculty for the technical colleges. The proposed policy will be presented as an action item at the Board's October 2002 meeting.

Dr. Hanel expressed appreciation for the many years of hard work and service Dr. Newberry has given to all of the KCTCS colleges and for the guidance he provided to the Academic Affairs and Curriculum Committee. He noted that Dr. Newberry would be missed at the System-level but that Jefferson Community College is fortunate to have Dr. Newberry as president.

**RESOLUTIONS  
OF HONOR**

**RESOLUTION  
HONORING  
ANTHONY L.  
NEWBERRY,  
Ph.D.**

RECOMMENDATION: That the Board of Regents adopt the *Resolution Honoring Anthony L. Newberry, Ph.D.* (Attachment C).

MOTION: Dr. Hanel moved that the Board approve the recommendation. The motion received a unanimous second by all Board members.

VOTE: The motion passed unanimously.

The Board of Regents and the audience gave Dr. Newberry a standing ovation and a resounding round of applause.

**RESOLUTIONS  
HONORING  
JEFFERY P.  
BUTLER AND  
JOHN D.  
JELLEY, II**

RECOMMENDATION: That Board of Regents adopt resolutions honoring Jeffery P. Butler for service as the community college student representative to the Board and John D. Jelley, II for service as the technical college student representative to the Board.

MOTION: Mr. Bean moved that the Board approve the recommendation. Dr. Wise seconded the motion.

VOTE: The motion passed unanimously.

**NEXT REGULAR  
MEETING**

Chair Read announced that the next Board of Regents meeting would be October 4, 2002, and would be hosted by Prestonsburg Community College, Prestonsburg, Kentucky.

**ADJOURNMENT**

MOTION: Mr. Powell moved that the Board of Regents adjourn. Ms. Fiorella seconded the motion.

VOTE: The motion passed unanimously, and the meeting adjourned at 12 noon (ET).

10/04/02

Date Approved by the  
KCTCS Board of Regents

\_\_\_\_\_  
Cynthia L. Read, Chair  
KCTCS Board of Regents

\_\_\_\_\_  
Joseph B. Wise, III, Secretary  
KCTCS Board of Regents

\_\_\_\_\_  
Michael B. McCall, Ed.D.  
KCTCS President

## KCTCS Board of Regents

Meeting Guests – June 28, 2002

### ***President's Cabinet***

Dr. Michael B. McCall, President  
Dr. Keith W. Bird  
Dr. Candace S. Gosnell  
Ms. Beverly H. Haverstock  
Mr. Jon S. Hesseldenz  
Ms. Beth R. Hilliard  
Dr. Anthony L. Newberry  
Mr. J. Kenneth Walker

### ***System Office Staff***

Mr. Bryan Armstrong  
Mr. Jim Byford  
Mr. Gary Cloyd  
Ms. Billie Hardin  
Dr. Joan Lucas  
Ms. Jean Morton  
Mr. Lewis Prewitt  
Ms. Mindy Sahli  
Ms. Debbie Scott  
Dr. Kay Yates

### ***Community & Technical College Districts***

#### Ashland

Dr. Greg Adkins  
Mr. J.J. Miller

#### Big Sandy

Dr. George Edwards

#### Bluegrass

Mr. Ron Baugh  
Ms. Ann W. Cline  
Mr. Wayne Harris  
Mr. Michael McMillen  
Ms. Bonnie Nicholson

#### Bowling Green

Mr. Wendell Honeycutt  
Dr. Jack Thomas

#### Elizabethtown

Mr. Jeremy Boles  
Dr. Dale Buckles  
Ms. Sue French  
Mr. Keith Johnson  
Ms. Mary Jo King  
Mr. Donald McAnelly  
Ms. Beth Nickell  
Ms. Diane Owsley  
Mr. Gordon Priddy  
Ms. Mary Roberts  
Ms. Alfreda Weedman  
Dr. Thelma J. White

#### Hazard

Dr. Jay Box

#### Henderson

Dr. Patrick Lake  
Ms. Doris Capehart  
Mr. Jerry Gentry

### Hopkinsville

Ms. Beverly Atwood  
Mr. Bob Milam

### Madisonville

Dr. Judith Rhoads

### Maysville

Mr. Kenneth J. Brown  
Ms. Tina Baker  
Ms. Barbara Campbell  
Ms. Cara Clark  
Mr. Roger D. Cline, Sr.  
Ms. Judi Crawford  
Ms. Bruce Florence  
Mr. Paul Goodpaster  
Mr. Sam Hughes  
Mr. George Jones  
Dr. Augusta Julian  
Ms. Jo McCarty  
Ms. Karen May  
Ms. Sandy Smallwood  
Ms. Diana Smoot  
Dr. Ed Story  
Mr. Wayne J. Whalen

### Northern Kentucky

Dr. Ed Hughes

### Owensboro

Ms Sally Lake

### Somerset

Ms. Rose Bates  
Ms. Tracy Casada  
Mr. Greg Fryman  
Mr. Buford Howard  
Dr. Jo Marshall  
Mr. Tim Zimmerman  
Ms. Ann Zwick

### Southeast

Dr. W. Bruce Ayers

### West Kentucky

Mr. John Carrico  
Mr. Jeffre Dreyer  
Ms. Susan Graves  
Mr. H. Steve Freeman  
Dr. Barbara Veazey

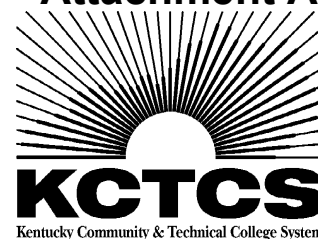
### ***Special Guests***

Ms. Laura R. Gay, Student Regent Elect,  
Laurel Technical College  
Ms. Ida Tompkins, Student Regent Elect,  
Madisonville Community College

### ***Other Guests***

Ms. Lisa G. Brown, EKBC – Morgan  
Ms. Edith Dupin, Executive Vice-  
President of the Elizabethtown –  
Hardin County Chamber of  
Commerce  
Mr. Charles Calvert, Maysville  
Community College Board of  
Directors  
Ms. Carla A. Cole, EKCC – Morgan  
Mr. Dan Connell, Morehead State  
University  
Mr. Virgil Florence, Maysville  
Ms. Hollie Litteral, EKBC  
Ms. Alice Hanens, EKBC  
Mr. Rodney Hitch, Morehead/Rowan  
County Chamber of Commerce  
Mr. Al Rider, President & CEO, North  
Central Education Foundation  
Mr. Jim Roberts, Chair of ECC Board of  
Directors, Chair of ETC Advisory  
Board  
Ms. Carol W. Rose, EKCC  
Ms. Carol Teabault, President of  
Elizabethtown - Hardin County  
Chamber of Commerce (incoming)  
Ms. Dorothy Weaver-Johnson,  
Elizabethtown Community College  
Board of Directors Member  
Ms. Carla Ruth Willas, EKCC –  
Morgan  
Mayor David Willmoth, City of  
Elizabethtown  
Mr. Robert Tye, TFSA-AFT

*Note: Several names were illegible,  
including three from EKBC.*



# President's Report

Board of Regents Meeting

June 28, 2002

**Rowan Technical College**  
**Morehead, Kentucky**

**C.A.R.E.** *Collaboration... Accreditation... Retention... Efficiency*

## Accreditation Update

The Commission on Colleges of the Southern Association of Colleges and Schools (SACS) approved consolidation for KCTCS colleges in the Hazard Community and Technical College District at the June 2002 Commission meeting. Hazard Community College and Hazard Technical College were approved for consolidation effective July 1, 2002.

At the same meeting, the Commission on Colleges accepted the prospectus for substantive change for consolidation of Owensboro Community College and Owensboro Technical College and also accepted the prospectus for substantive change for consolidation of Somerset Community College, Somerset Technical College, and Laurel Technical College. Both districts will host visiting teams in fall 2002.

## KCTCS Classification and Compensation Study

For more than a year, the President's Leadership Team has been analyzing the current compensation program and practices for KCTCS to determine how best to achieve the goal of providing competitive salary and benefits for all faculty and staff. As a result of this work, a Request for Proposal was issued to engage a consultant to study and make recommendations for a classification and compensation program that will attract and retain quality faculty and staff with equitable salary and benefits planning. The study is expected to proceed through the summer months with a final report due November 1, 2002.

## District Leadership Update

Dr. McCall appointed **Dr. Anthony L. Newberry** as president of Jefferson Community College and the chief executive officer of the **Jefferson Community and Technical College District** effective July 1, 2002. Dr. Newberry, a KCTCS chancellor since 1998, is returning to a college leadership position after serving at the System level for 11 years. Additionally, Dr. Newberry has worked in the following positions in his career: member of KCTCS Statewide Transition Team and community college chancellor (1997-98); vice chancellor, academic and student affairs, University of Kentucky Community College System (1991-97); interim president, Lexington Community College (1993-94); president, Ashland Community College (1987-92);



associate director for academic affairs, Southeast Community College (1986-87); associate professor and program coordinator, Jefferson Community College (1983-85); instructor and assistant professor, Jefferson Community College (1978-83).

Dr. McCall has also appointed **Dr. Jay Box** as the president of Hazard Community College and the chief executive officer of the **Hazard Community and Technical College District** effective July 1, 2002. Since 1996, Dr. Box has served as the vice president for instruction at McLennan Community College in Waco, Texas, with responsibility over university transfer programs, technical programs, continuing education, workforce development, student services, and instructional support. He has also served as director of institutional research and effectiveness at Odessa. In 1993, he received the Teaching Excellence Award from the National Institute for Staff & Organizational Development.

Other district leadership changes include:

- **Dr. Thelma B. White**, president of Elizabethtown Community College, has been appointed the chief executive officer of the **Elizabethtown Community and Technical College District**.
- **Mr. Carnie “Neil” Ramer**, director of the Elizabethtown Technical College, and **Dr. Carol Ann VanHook**, chief administrative officer of Somerset Technical College, announced their retirements effective June 30, 2002.
- **Mr. Charles “Edd” McWhorter** has announced his plans to resign from the position of chief administrative officer of Laurel Technical College effective June 30, 2002.

### **Major Gifts Campaign Update**

The KCTCS Office of Institutional Advancement continues to implement its Plan of Campaign for System-level, statewide initiatives. An internal campaign will be conducted in summer 2002 to solicit System Office employees, the President’s Leadership Team, Board of Regents members, and members of the KCTCS Foundation, Inc. Beginning June through October 2002, Dr. McCall will conduct a series of one-on-one Executive Awareness meetings with 50 to 60 CEOs across the state and a selected list of potential lead gift prospects for System-level, statewide initiatives. These sessions are designed to increase awareness, cultivate friendships, determine the needs of the prospects, and to obtain advice that will enable KCTCS to launch the external phase of the campaign.

Work continues with Meridian Communications to design and produce campaign materials for the KCTCS Major Gifts Campaign as well as the framework for district campaigns. Design work for campaign materials will be completed by June 30, 2002.

The Bowling Green Community and Technical College District and Hopkinsville Community and Technical College District have developed plans for their campaigns and are moving forward to conduct their internal campaigns. The CEOs of both districts are continuing to conduct executive awareness sessions.

The Henderson, Madisonville, and Owensboro districts have conducted their feasibility studies, and their findings were presented the week of May 27<sup>th</sup>. All three studies were very positive. The Clements Group recommended a fundraising objective of \$3 - 4 million for Henderson and

Owensboro and a \$3 - 5 million objective for Madisonville. A 24-month campaign timeline was also recommended. Four districts are scheduled to conduct feasibility studies during fall 2002, and the remaining districts are scheduled for spring 2003 and fall 2003. Groupings may change based on several readiness factors as agreed upon by the KCTCS Office of Institutional Advancement and the district CEO and advancement officer.

### **Community and Economic Development Update**

- **Workforce Alliance Initiative** - Ten new projects were approved this quarter for a total of 22 projects for fiscal year 2002. These 22 projects represent a \$320,063 Workforce Alliance commitment since November 2001 to serve approximately 1,087 Kentucky workers. This partnership with the Department for Adult Education and Literacy provides workplace basic skills training to entry-level adults in the workplace.
- **Truck Driver Training and Assessment** - As a result of House Bill 189 and 190 enacted by the 2002 General Assembly, KCTCS will partner with the Kentucky State Police (KSP) to act as third party examiners for all truck driving programs in Kentucky. The Kentucky Board for Proprietary Education, Department of Transportation, KSP, and KCTCS have initiated work groups to develop regulations and procedures. KCTCS will also work with KSP to develop curriculum, assessment regulations, and systems.
- **Distance Learning** - Jefferson Community College, in collaboration with the Kentuckiana Chapter of the American Society for Training and Development and Louisville Society for Human Resources Management, is conducting a comprehensive survey of the Louisville area business community seeking information on the utilization of distance learning technology for the purpose of employee training and human resource development. The findings of the survey will help industry professionals, other distance learning partners, and KCTCS provide appropriate distance learning resources, products, and programs to meet the needs of the business community.

### **Program and Student Initiatives**

- **Developing A Curriculum (DACUM)/WorkKeys System, 2001-2002 Year-end Report** - The first full year of the KCTCS Accountability Project using the DACUM/WorkKeys systems ended with a meeting of the profilers, college deans, project liaisons, and System staff on Wednesday, May 22, 2002. Outcomes for the first year included:
  - Over 300 companies and organizations participated in the DACUM and/or WorkKeys profiling processes.
  - Ninety-three profiles were conducted on 47 occupations.
  - Forty KCTCS programs were affected in positive ways - mainly providing relevant information that can be utilized by KCTCS curriculum committees.
  - The Subject Matter Experts representing business and industry who participated in the job profiles were provided a unique opportunity to learn about KCTCS.
  - The project strengthened the efforts of developing a common language between KCTCS programs and business/industry.
- **Curriculum Committees/Credit Conversion Guidelines** - In May, curriculum committees began to meet to evaluate and incorporate the results of the Job Profiling/DACUM project and revise curriculum in 46 program areas (69 including sub-committees). Over the next academic year, program curricula will be revitalized in most

of these program areas. These committees will also address multiple entry and exit points, competency assessment, maximum credit hour limits, and curriculum alignment. KCTCS has also established conversion criteria for lecture, laboratory, clinical practice, cooperative work experience, and internships that will allow each program to meet student and employer needs while creating greater consistency in the awarding of academic credit (see attached for more details).

- **Certification Audit Project** - KCTCS is participating with the Community College League for Innovation and the Chauncey Group to develop a national inventory of all external certification related to occupational technical programs. This data will provide essential information to colleges and administrators for program planning, exit criteria, and business and industry relationships. Additional certification data such as numbers of certificates attained and industry recognition of certificates will also result from this project.
- **Ready-to-Work** - KCTCS has received a commitment from the Kentucky Cabinet for Families and Children to renew the Ready-to-Work contract for \$2.5 million for fiscal year 2003. This is the same funding level as fiscal year 2002. The agreement will change the contract language regarding short-term training that will allow KCTCS and Ready-to-Work more flexibility in the development of a variety of short-term training projects. Additionally, Ready-to-Work received its first donation of 18 surplus computers from the Hopkinsville Community College Foundation. These computers will be given to Ready-to-Work students as part of the program developed this spring by the KCTCS offices of Institutional Advancement, Facilities Management, and Ready-to-Work.
- **Ford Foundation “Community College Bridges to Opportunity Initiative” Planning Grant** - KCTCS was one of six states selected by the Ford Foundation to receive a \$75,000 “Community College Bridges to Opportunity Initiative” planning grant. The grant will focus on developing strategies that will strengthen the capacity of KCTCS to integrate academic, workforce, and remedial missions and programs. The strategies will also improve access, persistence, completion, and transfer rates for disadvantaged adult learners. The grant will also support the planning for Governor Paul E. Patton’s “From Poverty to Opportunity: A Summit on Quality of Life in the Commonwealth” conference in fall 2002.
- **Jefferson County Schools Project** - KCTCS representatives recently visited 63 career and technical education programs under contract with the Jefferson County Public School District. The purpose of these visits was to help establish a third party vision of district programs, provide support information and guidance for long range planning, and identify opportunities for closer working relationships with the secondary schools and KCTCS colleges.
- **Articulation/Dual Credit** - KCTCS and the Kentucky Department of Education have signed an agreement to allow high school students to take online college-level courses to receive both college credit and high school credit towards graduation. Selected online courses may be offered by all 16 KCTCS districts through the Kentucky Virtual High School. This dual credit opportunity will provide students with introductory college experiences, accelerated progress toward a college degree, and access to an enriched high school curriculum. There is also the opportunity to engage at-risk learners to expose them to postsecondary programming and encourage them to pursue educational opportunities beyond high school.
- **Adult Education Partnerships** - The Department for Adult Education and Literacy (DAEL) has concluded the procurement process for basic grant providers in fiscal years 2002-03 and 2003-04. KCTCS basic grant providers have increased the counties served from nine in the



current funding period to 13 counties in fiscal years 2002-03 and 2003-04. In addition to Owensboro Community and Technical College District being awarded grant services in Davies County as reported last quarter, and Maysville Community and Technical College District being awarded grant services for Robertson County, the Somerset Community and Technical College District has been awarded basic grant services in McCreary and Casey counties. Additionally, KCTCS hosted its first KCTCS/DAEL provider meeting on June 24, 2002, at the System Office to facilitate peer mentoring among our colleges in the adult education area, to provide an opportunity to share best practices, and to encourage better integration with adult transition to postsecondary programs.

- **Online 2+2 Program** - The Kentucky Community and Technical College System and the University of Louisville recently agreed to a partnership to offer 2+2 programs in Training and Professional Development and Criminal Justice entirely online. Programs in Nursing and Communications are currently being negotiated. These programs are made available at the request of the US Army at Fort Knox, which is underwriting the development costs. KCTCS will receive \$200,000 for course development.
- **Online Masters of Arts in Higher Education Administration** - The Kentucky Community and Technical College System and the University of Louisville will collaborate to provide opportunities for KCTCS employees to pursue a Masters of Arts in Higher Education Administration delivered completely online. In the agreement, the University of Louisville will deliver all courses in the program while reserving seats especially for KCTCS employees.
- **West Virginia Agreement** - The Kentucky Community and Technical College System and the West Virginia Higher Education Policy Commission have signed an agreement that allows 400 community and technical college students in West Virginia to access Kentucky's distance learning program and courses. Approximately 25 online academic and training courses will be administered through the Kentucky Virtual University beginning this fall. Eventually, KCTCS and West Virginia will develop online programs together.

### **Enrollment Management**

- **Fall 2002 Enrollment** – Pre-registration at KCTCS colleges continues to indicate significant increases in enrollment when compared to the same period last year. As of June 23, 2002, KCTCS had a current headcount of 22,603 (34.8 percent of the fall 2002 goal of 65,000). This headcount represents a 61 percent increase over the same time period last year.
- **Recruitment and Retention Plans** - During the summer 2002 term, college districts are updating their respective recruitment and retention plans for submission to the Chancellor's office by mid-August. District enrollment management teams are evaluating current goals, key strategies, and action steps. Retention data for all colleges will be available for the first time on PeopleSoft for 2002-03 academic year.
- **Review of Fall 2001 Retention Efforts** -The college districts have been asked to evaluate their enrollment management plans and submit a retention plan for approval. Following the fall 2001 enrollment period, an analysis was made involving technical college students who were enrolled as full-time students during fall 2001 and spring 2002 semesters. This analysis showed that for fall 2001, 67 percent of technical college students received financial aid with an average aid package totaling \$1,757, while the cost of tuition and fees equaled \$725. The spring 2002 semester was very similar with 66 percent of the technical college students receiving an average aid package of \$1,716. Therefore, the average financial aid package for

technical college students will continue to exceed the cost of tuition and fees for 2002-03. Additionally, the cost of attendance statistic used by the United States Department of Education in determining financial aid award levels for 2001-02 for KCTCS colleges was reviewed and increased significantly in order to ensure that KCTCS students receive the maximum financial aid from state programs, scholarships, and federal Pell grants to offset any impact of a tuition increase. This analysis has also resulted in the development of database information, including names, addresses, telephone numbers, email addresses, and financial aid award amounts that is available to each college for follow-up to ensure each student is able to continue their educational goals. Each college district will now be able to address specific retention strategies for all students in their updated retention plan.

### **Information Technology Update**

The transition of all routine computing operations from KCTCS Information Technology to Crestone International has been completed. Crestone is now running all standard production operations, and Information Technology is now concentrating on new initiatives. The transition was accomplished very smoothly; system response time is excellent.

Upon KCTCS request, Crestone has created a database environment in which design, development, and testing of new and enhanced applications can be developed by KCTCS Information Technology personnel. Several major development projects have begun. The implementation project for a campus portal has started as well as a project for the Internet-based version of the KCTCS administrative systems (PeopleSoft 8.0). Of particular priority is a sub-project to include continuing education (non-credit) data and processing in the KCTCS system. As a corollary to the portal and PeopleSoft 8 projects, an access and security project that will result in a single-sign-on point of access for all KCTCS information systems; access for all KCTCS self-service systems for faculty, staff and students; and increased security throughout the system is well underway. All of these projects will be concluded by mid-spring 2003.

An ongoing project, in conjunction with the Governor's Office of Technology, the Council of Postsecondary Education, the University of Louisville, the University of Kentucky, and the other public Kentucky universities, to provide a new statewide telecommunications network is being spearheaded by KCTCS. A Request for Proposal for the new network should be issued before the end of this fiscal year, June 30, 2002.

### **Council on Postsecondary Education Meeting Update**

At the May 20, 2002, meeting, CPE action items of interest to KCTCS included:

- **Endorsement of the Applied Associate Transfer Agreements** – patterned after the council's general education transfer agreement and baccalaureate program transfer frameworks.
- **Approval of the Committee on Equal Opportunities recommendation to extend the effective date of the 1997-2002 Kentucky Plan for Equal Opportunities to July 2004** – extension of the current plan, which expires July 2002, allows completion of the Partnership Agreement and also allows sufficient time to develop a new equal opportunities plan.

**National Recognition of KCTCS in 2002**

KCTCS continues to be spotlighted in the national media with a total of 26 placements through June 2002. The publications include *National CrossTalk* (Winter 2002) and *Governing Magazine* (March 2002), in addition to the following recent publications:

*Community College Times*

**AACC board elects new members (including Dr. McCall)**

April 30, 2002

*Chronicle of Higher Education*

**Barbara Veazey appointed**

May 3, 2002

*Community College Week*

**KY colleges to house ACT centers**

May 13, 2002

*Chronicle of Higher Education*

**Jay Box appointed**

May 17, 2002

*Chronicle of Higher Education*

**KY/West Virginia on-line agreement**

June 5, 2002

**Credit Conversion Guidelines (6/18/02 Draft #2)**

**Definitions:**

**Lecture** – The lecture hour is a nominal hour of classroom activity (50 minutes) devoted to formal instruction. This definition is applicable only when the course format requires that the teacher is actively involved in instructional activities. Students will be expected to work at out-of-class assignments pertaining to the course on a regular basis, generally averaging two hours of out-of-class study for each hour of formal class activity. Lecture type courses require preparation for class by both faculty members and students.

**Laboratory** – An hour of laboratory shall consist of 50 minutes of educational activity in which students will be carrying out experiments, perfecting skills, or practicing activities under the direction of a faculty member. Laboratory instruction is normally combined with another mode such as lecture for a cohort of students in the same class and is used to reinforce concepts or skills learned as a result of another teaching method.

**Clinical Practice** – Clinical practice, a component of many health and human services programs, is a form of laboratory instructional delivery strategy which is applicable only to these programs, for practical purposes. A clinical practice hour is sixty (60) minutes and is similar to regular laboratory hours except that it may occur in a facility that provides professional clinical services to the public. The instructor will always be a faculty member of the college and responsible for the design of the learning experience, its implementation, and the evaluation of student progress toward achieving predetermined course objectives.

**Cooperative Work Experience** - Cooperative work experience is a paid employment experience related to a student's occupational objectives coordinated by a member of the professional staff of the college who assists the student and his/her supervisor in planning the experience, visits the site of the experience for a student/supervisor conference at least once during the semester, and assigns the course grade after appropriate consultation with the supervisor.

**Practicum** – Practicum is an unpaid learning activity in which a work experience is integrated with academic instruction. It includes such concepts as internships, externships, field experiences, etc in which the student applies previously or concurrently learned concepts to practical work situations within an occupational field.

**Suggested Ratios:**

**Lecture: One credit hour of lecture equates to fifteen (15) class hours. Contact/Credit ratio = 15:1**

Laboratory: One credit hour of laboratory equates to thirty (30) to forty-five (45) class hours.  
Contact/Credit ratio = 30:1 - 45:1

Clinical Practice: One credit hour of clinical practice equates to forty-five (45) to sixty (60) class hours.  
Clinical Contact/Credit ratio = 45:1 – 60:1

Cooperative Work Experience: One credit hour equates to sixty (60) to seventy-five (75) class hours.  
Contact/Credit ratio = 60:1 – 75:1)

Practicum: One credit hour equates to seventy-five (75) class hours. Contact/Credit ratio = 75:1

*\* Limitation of maximum required program credit to 18 hours per semester may necessitate ratios beyond these suggested ranges.*



**Kentucky Community and Technical College System  
Board of Regents  
2002-03 Annual Budget Adoption Resolution**

**Be it Resolved**, that upon due consideration and upon recommendation of the Kentucky Community and Technical College System (KCTCS) President, the following operating budget authorizations, totaling \$448,515,700 are approved for the KCTCS for fiscal year beginning July 1, 2002, and ending June 30, 2003. Of this amount, \$314,367,500 are unrestricted current funds and \$134,148,200 are restricted funds from sources such as federal, state, private gifts, grants, contracts, or appropriations.

**Be it Resolved**, that upon due consideration and upon recommendation of the KCTCS President, the capital budget authorization, totaling \$4,337,500 from bond funds, general funds, and federal funds is approved; and the \$26,987,400 from agency funds is approved, contingent upon receipt and availability of those funds for KCTCS for fiscal year beginning July 1, 2002, and ending June 30, 2003.

In the event current fund revenues now estimated should not be realized, the KCTCS President shall take appropriate action to reduce budget authorizations to amounts sufficient to ensure that expenditures do not exceed available revenues. Additionally, if the state cuts our funds 2 percent, the savings would be accomplished through:

- Not implementing the performance bonus plan (\$1.7 million) in the fourth quarter to those who have received an E ("Exceeds") in the current performance evaluation system.
- Using a portion of the 2001-02 contingency carry forward funds (\$1.0 million).
- Using other available fund balance, as necessary (\$0.3 million).
- Use of one-half of the required 2002-03 contingency reserve (approximately \$0.5 million).
- Using 2 percent of the KY WINS funds (\$0.12 million).
- Using 2 percent of the M&O funds for new facilities (\$0.18 million).

The KCTCS President shall report to the Board in advance any major deviations from the approved operating budget. The KCTCS President may make other adjustments to the budget in the following way:

In the event actual annual revenues exceed estimated revenues, the KCTCS President may authorize an increase in the unrestricted current funds expenditure budget as follows: the first 1 percent will be used to establish additional reserves at the System level, and thereafter, in amounts not greater than 2 percent of the Board's authorized expenditure level. The Board may ratify increases and re-authorize expenditure levels within the 2 percent cap during a regular or special Board meeting. Increases greater than 2 percent of the authorized expenditure budget must have prior approval of the Board.

The purchase of any item of equipment greater than \$100,000 must have prior approval of the Board of Regents and must be contained in the *Biennial Legislative Appropriations Act* in accordance with KRS Chapter 45. The purchase of any item of equipment with a cost greater than \$50,000 shall be reported as a part of the *KCTCS Quarterly Financial Report*.

A capital construction project with a scope greater than \$400,000 must have the prior approval of the Board of Regents and be contained in the *Biennial Legislative Appropriations Act* in accordance with KRS Chapter 45. A report on capital construction projects with a cost greater than \$100,000 shall be provided as part of the *KCTCS Quarterly Financial Report*.

The *KCTCS Quarterly Financial Report* shall contain sections that reflect the KCTCS July 1 opening budget, amendments to the opening budget, and expenditures to date. This report shall provide the necessary detail for amending the budget as permitted by this resolution.

All units and individuals within the System incurring financial obligations of KCTCS funds resulting from this authorization, shall observe and adhere to applicable laws, regulations, and policies of the Commonwealth of Kentucky and the KCTCS Board of Regents which govern the expenditure and disbursement of funds. Heads of the various budget units shall not authorize nor incur financial obligation in excess of the budget authorization for that budgetary unit.

This budget and its provisions will be effective July 1, 2002, unless changes are necessitated by a state budget enacted or implemented subsequent to Board of Regents approval of this *2002-03 Annual Budget* for KCTCS.

ADOPTED, this twenty-eighth day of June 2002.

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Cynthia L. Read, Chair  
Board of Regents  
Kentucky Community and Technical College System



*Resolution Honoring*  
**ANTHONY L. NEWBERRY, PH.D.**

- W* **HEREAS**, Anthony L. Newberry, Ph.D., has served as Chancellor of the Kentucky Community and Technical College System from 1998 to the present; and,
- W* **HEREAS**, Anthony L. Newberry, Ph.D., has demonstrated a commitment to excellence through his diligence, dedication, leadership, and passionate service to the Kentucky Community and Technical College System, its Board of Regents, and the entire postsecondary education community in Kentucky; and
- W* **HEREAS**, Anthony L. Newberry, Ph.D., has worked on behalf of educational improvement for all citizens of the Commonwealth and served the Kentucky Community and Technical College System with honor and distinction since its inception, including his membership on the Statewide Transition Team; and
- W* **HEREAS**, Anthony L. Newberry, Ph.D., served the Commonwealth's community colleges as a faculty member and in numerous leadership positions prior to the creation of the Kentucky Community and Technical College System in 1997, including Vice Chancellor of Academic and Student Affairs, Interim President of Lexington Community College, and President of Ashland Community College; and
- W* **HEREAS**, Anthony L. Newberry, Ph.D., led the substantive change process due to a change in governance that resulted in the continued accreditation by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) of the community colleges transferred to the Kentucky Community and Technical College System Board of Regents and led the reaffirmation process of twelve community colleges; and
- W* **HEREAS**, Anthony L. Newberry, Ph.D., has been instrumental in the pursuit of single accreditation and the consolidation of the community and technical colleges in the sixteen college districts of the Kentucky Community and Technical College System; and
- W* **HEREAS**, Anthony L. Newberry, Ph.D., has been a leader in enrollment management, academic affairs, student services, and workforce training initiatives for the Kentucky Community and Technical College System and in developing and awarding new degree, diploma, and certificate programs; and
- W* **HEREAS**, the Kentucky Community and Technical College System Board of Regents wishes to express its heartfelt appreciation for his leadership and looks forward to his continued service;
- N* **OW, THEREFORE, BE IT RESOLVED** that the Kentucky Community and Technical College System Board of Regents hereby commends Anthony L. Newberry, Ph.D., for his energy, talents, dedication, leadership, and time spent in the creation and implementation of the Kentucky Community and Technical College System and extends its best wishes for continued success to Dr. Newberry as President of Jefferson Community College and Chief Executive Officer of the Jefferson Community and Technical College District.

ADOPTED this twenty-eighth day of June 2002.

ATTEST:

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Chair, Board of Regents

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Secretary, Board of Regents

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President